

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: February 27, 2006

TIME: 4:00 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright. Absent: Donald Brown

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Trustees received and noted a letter from Frank Weichlein, Superintendent of the Kalamazoo County Juvenile Home expressing appreciation for the literacy development program the library provides to the juvenile home; the letter particularly mentioned Kevin King, KPL's Teen Services librarian.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the January 16, 2006 Regular Meeting
- B. Minutes of the January 27, 2006 Special Meeting
- C. Personnel Items

Ryan Gage transferred from library associate in the law library to the position of .75 time librarian I in Adult Services, effective February 16, 2006. He is filling the position Beth Timmerman left to accept the Local History librarian position. Mr. Gage was hired as a half-time library associate assigned to the Law Library within Adult Services in 2003 and moved to .75 time in 2004.

Keith Howard has been promoted to the supervisory-technical position of Trainer in Information Technology. The effective transfer date will be April 1st. He will be released from the IT position as needed in order to help complete current projects and assist with training his replacement. Keith has been the Community Relations Office assistant at KPL since he began half-time in January 2004; he moved to full-time in July of 2004.

Disposition: The board accepted the Minutes of the Meetings of January 16 and January 27, 2006 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending January 31, 2006

Recommendation: **Director Rohrbaugh recommended the board accept the Financial Reports as presented for the Month ending January 31, 2006.**

Executive

Summary: The Director indicated there was nothing specific to mention in addition to the accompanying written notes.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2006 AS RECOMMENDED.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Revised Budgets for 2005-2006

Recommendation: **Director Rohrbaugh recommended approval of the following close estimate 2005-2006 budgets: General Operating Fund, Other Gifts and Grants Summary, and a Revised Three-Year Estimate for the Capital Improvement Plan.**

Executive Summary:

General Operating Fund

The close estimate revision to the General Operating Fund Budget for fiscal year ending June 30, 2006 incorporates revisions to revenue, expenditures, and fund balance for changes occurring since the Preliminary Budget was approved in June 2005. One of the primary changes incorporated into the close estimate budget revision is the increase in funds to support the Capital Improvement Plan (CIP) by \$220,000, bringing total support to the CIP to \$420,000 this year and fulfilling the goal to increase support when additional funds became available. Revisions to the revenue budget for fiscal year 2005-2006 include changes that incorporate board of review decisions and realign property tax revenue for tax growth rates. Changes in revenue also include the new law library contract effective January 1, 2006, interest rate increases, and additional local support for special programming efforts, such as Reading Together.

Close Estimate Budget expenditure estimates include the distribution of total compensation reserve and recognition of cost savings due to position vacancies in salaries and benefits, the incorporation of all revenues and expenditures associated with the spring teen seminar previously budgeted as an Other Gifts and Grants project, the bookmobile generator replacement, reduction in the cost for staff in-service training, and increases due to actual cost trends in the legal services, tax charge backs, and telecommunications line items.

While not always visible at this level, significant cost savings have been realized in both energy and equipment maintenance contracts. The central boiler project and initiation of systematic shut down of nighttime lighting have realized significant cost savings in both the fuel and electricity line items. The project efficiencies have offset considerable fuel cost increases. Negotiation of new equipment maintenance contracts for microfilm readers and photocopiers also resulted in a material savings realized for the close estimate budget revision.

The total result of all close estimate revisions to expenditure categories is a reduction of estimated costs by \$6,500. After transfers, the unreserved fund balance of \$374,760 remains very close to the preliminary budget estimate with a variance of only \$968.

Capital Improvement Plan

The primary revision to the Capital Improvement Plan is the extension of the three-year budget to include future estimates for fiscal years 2006-2007 and 2007-2008. The plan assumes the stabilization of funding levels from the operating fund at approximately \$400,000 per year and allows for both specific reserves for carpet replacement and a reserve for bookmobile replacement as well as general reserves for automation and equipment purchases. The close estimate revision for the current fiscal year includes the previously approved central library rotunda panel repair, consolidation of budget estimates for all elements of the central 1st floor redesign project, new shelving units at Washington Square, a replacement copier for the central circulation staff area, and full funding of replacement automation equipment needs.

Other Gifts and Grants Summary

Revisions to the Gifts and Grants budget reflect only minimal changes. The close estimate budget revision incorporates new gifts or grants received for Ready to Read and the recent distribution from the Kalamazoo Community Foundation funds held for the history room to “catch-up” the Kalamazoo Gazette indexing project. As previously identified in the General Operating Fund budget revisions, the teen spring seminar revenue and expenditure estimates have been entirely transferred to the General Fund.

Discussion: J. VanderRoest reported the Finance & Budget Committee met and thoroughly reviewed all three revised budgets. The revisions come with the committee’s endorsement and recommendation for board approval.

A. Rohrbaugh pointed out the CIP has been increased which was a goal; also there has been significant cost savings as a result of the energy project recently implemented. E. Clemence, Facilities Manager, noted the cost savings over the period the new controls have been operating are approximately \$37,000.

Trustees expressed their pleasure with the energy project and its resulting cost savings.

MOTION: THE FINANCE & BUDGET COMMITTEE MOVED AND C. ADDISON SUPPORTED APPROVAL OF THE BUDGETS AS PRESENTED.



Motion carried 6-0.

B. Electronic Transfers Resolution and Policy

Executive Summary: As a result of their audit of the basic financial statements for last fiscal year, the library’s auditors, Plante & Moran, recommended the adoption of a written wire transfer policy. Their recommendation is based upon the Public Act 738 of 2002, Electronic Transactions of Public Funds, that states: “a local unit shall not be a party to an ACH arrangement unless the governing body of the local unit has adopted a resolution to authorize electronic transactions and the treasurer or electronic transaction officer (ETO) of the local unit has presented a written ACH policy to the governing body.”

In order to conform to legal requirements, both a resolution to allow electronic transfers and an electronic transfer policy were developed. The Finance & Budget Committee has reviewed the resolution and the policy. The law provides for the resolution to come from the treasurer.

Recommendation: J. VanderRoest recommended the board adopt the resolution presented authorizing electronic transactions as a method of payment for KPL.

MOTION: **J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE RESOLUTION TO AUTHORIZE ELECTRONIC TRANSACTIONS.**

Roll Call Vote: **L. Dykstra – yes; J. VanderRoest – yes; R. Brown –yes; V. Wright –yes; C.Addison – yes; L. Godfrey – yes.**



Motion carried 6-0. The resolution was adopted.

Recommendation: **A. Rohrbaugh recommended board approval of an Electronic Transfer Policy for Kalamazoo Public Library.**

MOTION: **C. ADDISON MOVED AND J. VANDERROEST SUPPORTED APPROVAL OF THE WIRE TRANSFER POLICY AS RECOMMENDED.**



Motion carried 6-0. The Wire Transfer Policy was approved.

Reports

A. Reading Together Kickoff

Presentation: Joan Hawxhurst, Readers Services Coordinator for KPL, touched on the number of hits for the Reading Together website, corporate involvement, media coverage, partnerships and the upcoming author visit. She then told them several touching stories heard at Reading Together events. She pointed out this year we have a whole new group of people involved in the program and that as hoped, new connections within our community are occurring.

Discussion: Trustees expressed their support for the program and their feeling that again this year the program is even better than in the past. J. Hawxhurst said she feels our community read program is different than the programs in other communities largely because we give the community the opportunity to choose the book rather than having it chosen by a small committee of librarians.

Disposition: Trustees expressed their appreciation and thanked Ms. Hawxhurst.

B. What Makes a Children's Book a Classic?

Presentation: Susan Warner, Head of Youth and Branch Services, gave a brief presentation on children's books and concluded that while awards are important, books that children love the most and pass on to their own children and grandchildren can be considered true classics.

Disposition: Trustees shared some of their own favorite children's book titles and thanked Ms. Warner for sharing her thoughts.

VI. COMMITTEE REPORTS

Finance & Budget Committee – no report.

Personnel Committee – No report.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh highlighted some items in her written report, answered questions about a few of them, and mentioned KPL's participation in the expanded art hop on March 3, which will include work from several KPL staff members. She also drew attention to our participation in

the increasingly popular Teen Film Festival. Also noted was the tremendous amount of work generated by the community relations office in their monthly report. L. Godfrey noted the community rooms are receiving a lot of use; it is interesting to note what groups are using our facilities.

XIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

C. Addison and R. Brown agreed it was an honor to be associated with an institution that provides such a depth and breadth of activity for the community.

V. Wright noted she has had a number of people approach her about the “The Things They Carried” when they see her Reading Together pin.

J. VanderRoest said we talk a lot about the public services KPL has to offer, but that as chair of the Finance & Budget committee he sees a part of the library that is essential to allow the public services to occur. KPL is an excellently managed institution and we occasionally need to recognize our support, facilities management and administrative staff members who are necessary to the operation in order for us to deliver the best public service in the country. Whether it is crunching numbers, reserving meeting rooms or sweeping the floor, they deserve high praise.

L. Dykstra asked about the linkage between the Kalamazoo Institute of Arts library catalog and KPL’s catalog. A. Rohrbaugh said our catalog is online and available to KIA. Although KIA holdings are not in an available database we often refer patrons there, but not for a particular title.

In response to a question from C. Addison, A. Rohrbaugh outlined celebrity librarian Nancy Pearl’s visit to Kalamazoo in May.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:02 p.m.

Loren Dykstra, Secretary